

## CHAPTER 3

### REQUISITIONING AND LOCAL PURCHASE CRITERIA

**NOTE:** AFMC forms and publications referred to in this chapter are for AFMC use only and are not available for general Air Force use.

#### ***Section 3A--- REQUISITIONING PROCEDURES.***

**3.1. General.** Procedures in this section apply to depot supply generated requisitions, follow-ups, status from the source of supply (SOS), other related requisitioning processes, and D035K processing screens. In all cases, for all due-in pre-positioned material receipt information, document identifier codes (DIC) DU/DW must be generated and transmitted to Distribution Standard System (DSS). Updates to the pre-positioned information must be accomplished in a timely manner.

#### **3.2. Machine Generated Requisitions.**

3.2.1. The computer will prepare and output Military Standard Requisition and Issue Procedures (MILSTRIP) priority designator 01-08 requisitions when the quantity of materiel on hand in depot supply is insufficient to supply a local customer request. MILSTRIP priority designator 09-15 requisitions will be prepared when the quantity of materiel on hand plus due-in is less than the stock level plus the quantity due-out.

3.2.2. The requisition exception code (chapter 21) in the item's record indicates that requisitions will not be output for that item. The code may be inserted/removed by inputting a "ZFE" transaction using the Requisition Exception Code Change (FMTC) screen (Chapter 9). A manual requisition may be prepared for a local request with a "2F" advice code (item known to be coded "obsolete" but still required for immediate consumption). The "2F" will be perpetuated but no stock replenishment may be included.

3.2.3. Mission capable (MICAP) local requests are processed using the Request For Issue Or Stock Replenishment (RQIA) screen (Chapter 9). To identify MICAP requests the urgency of need designator (UND) field and a MICAP indicator of "N" must be entered. If material is not available for issue, a computer-generated requisition will create with these MICAP data elements. The MILSTRIP Due-In Establish, Modify, Cancel Transaction (RQID) screen (Chapter 9) allows modification of a MICAP requisition.

3.2.3.1. To downgrade a MICAP requisition, enter 06 in the priority code field and leave the advice code field blank.

3.2.3.2. To upgrade a requisition to MICAP, enter 03 in the priority code field and do not leave the advice code field blank.

3.2.3.3. When the SOS receives an "AM\_" transaction that matches an unsatisfied requisition, the requisition on backorder (B/O) will be modified and recycled. If the modifier matches an exception, the modifier will be suspended and processed when the exception is cleared.

3.2.4. The management of items subject to repair (MISTR) program, although not currently being exercised, may be used for negotiated depot maintenance workload. Requisitions to support MISTR will be computer generated based upon input of the MISTR requirement (document identifier "ZFR") to the D035K system. In addition to the computer-generated requisition, the Subject To Repair Items (RAXC) screen (Chapter 9) will provide internal input capability. The MISTR projected requirement

is compared to the D035K system requisitioning objective. The larger of the two is then compared to available assets (on-hand plus due-in). Requisitions will be computer generated to support the difference between the requirement and available assets.

3.2.4.1. If the requisitioning objective is the larger requirement, any requisitions generated will be for stock replenishment using priority designator 13.

3.2.4.2. If the MISTR projection is larger, the requisition submitted will be priority designator 06. If the SOS is Air Force (AF) and the priority designator is 06, requisitions will be generated with demand code "Y".

3.2.4.3. Upon input of the issue request for MISTR projected materiel, the demand will be counted as recurring and will be included in subsequent stock leveling computations.

### **3.3. Off-Line Requisitions.**

3.3.1. The D035K system is designed for pre-post operation. Accordingly, off-line generated requisitions will be held to a minimum and prepared only when unavoidable.

3.3.2. Off-line preparation is authorized whenever the item's record contains an exception code (Chapter 10) which indicates that requisitions will not be computer generated or when an advice code other than "6E," "6F," "6G," "6H," or "6J" is required for expendability, recoverability, reparability category (ERRC) code "S" and "U" items.

3.3.3. The Item Manager (IM) may return a requisition to depot supply and indicate that written information is required. A manual requisition will be prepared using DD Form 1348-6, **DoD Single Line Item Requisition System Document**, (Non-NSN Requisition) with document identifier "AOE" (Attachment 3A-2). Additional instructions are contained in volume 1, part 1, chapter 25.

3.3.4. Off-line generation of requisitions is authorized for valid MILSTRIP priority designators 01-08 whenever the computer is not functioning or assigned missions cannot be performed otherwise.

3.3.5. Off-line requisitions are authorized whenever the requisition is the result of screening an excess listing. An alpha in the first position of the serial position of the document number (Chapter 21) will be used to identify both the due-in and requisition that results from such screenings.

3.3.6. To generate a due-in detail in support of an off-line requisition, use the MILSTRIP Due-In Establish, Modify, Cancel Transaction (RQID) screen (Chapter 9).

### **3.4. Requesting/Requisitioning Part Numbered Items.**

3.4.1. Supply will thoroughly research all requests for part numbered items to determine the availability of a national stock number (NSN) and SOS.

3.4.2. Both the customer and supply research have specific responsibilities when processing part number (P/N) requests. The customer must provide the most complete and accurate DD Form 1348-6 possible to include technical order (TO) reference, procurement source code (PSC)/SOS data, manufacturer's code, P/N, item description, end item application, and all other applicable data. Supply research must review customer requests for accuracy, validate selected information given by the customer, and research any information not provided but needed to process the request.

**NOTE:** The special characters allowed in D035K for locally assigned stock numbers are blanks, dashes and letters.

3.4.3. The following research tools must be available within depot supply.

3.4.3.1. FEDLOG.

3.4.3.2. D043.

3.4.3.3. Local Purchase - Part Number-Stock Numbers Report, (PCN: A-D035K-A30-DA-L04) (Chapter 14).

3.4.3.4. Interchangeability and substitution (I&S) grouping stock list.

3.4.3.5. P/N History List (D043).

3.4.4. AFTOs are additional research tools that depot supply must use when the requested item is a TO item. Those research functions not having their own TOs will require customers to include the following mandatory information on DD Forms 1348-6 for TO items:

3.4.4.1. TO item manager in the "remarks" block.

3.4.4.2. PSC in the "remarks" block.

3.4.4.3. TO number, figure, and index in the "TO number" block.

3.4.5. When supply receives the DD Form 1348-6, the researcher will do a visual quality check. Obvious errors/omissions will be corrected by the researcher, rather than delay processing by returning it to the customer for correction of minor discrepancies. However, deficiencies not easily corrected by research or by telephone calls to the customers will be returned to the customer for correction. At Air Logistics Center (ALC) option, the research checklist shown in Attachment 3A-1 may be required. To keep duplicate research to a minimum, supply will provide all customers with a master copy of the checklist. Customers will attach one research checklist to each DD Form 1348-6 request. The customer will:

3.4.5.1. Place a check mark in front of each research tool used.

3.4.5.2. Write in any additional research tool used but not listed.

3.4.5.3. Place a check mark in front of the box stating that "this is not a TO item," if this statement applies.

3.4.5.4. Check the box stating "TO item" if applicable. At ALCs where the LG function does not have its own TOs, ensure that the DD Form 1348-6 complies with paragraph 3.4.5.

3.4.5.5. Sign and date the checklist.

3.4.6. Copies of unclassified TO pages, whenever applicable, will remain attached to the DD Form 1348-6 and be maintained in file for future reference. The research function will maintain DD Form 1348-6 accountable files.

3.4.7. When a P/N converts to a non-registered stock number (defined as an item assigned an NSN for which the AF is not a registered user, either AF-managed or other-service managed) use this NSN for requisitioning if there is no safety of flight involved. If there is any doubt regarding safety of flight, submit a P/N requisition to the applicable AF manager.

3.4.8. P/N requisitions will be processed to the appropriate supply source as follows:

3.4.8.1. When the item can be identified to a TO, the P/N requisition will be forwarded to the responsible TO ALC.

3.4.8.2. If the item cannot be identified to a TO, the P/N requisition will be forwarded to the end item or federal supply class (FSC) ALC.

3.4.9. P/N requisitions will be prepared using the DD Form 1348-6 with "A0E" format as shown in Attachment 3A-2. A due-in detail will be established for the immediate requirement using the MIL-STRIP Due-In Establish, Modify, Cancel (RQID) screen (Chapter 9). For items with acquisition advice code (AAC) "F," PSC "M" use advice code "2A" indicating that local fabrication is not available except through depot maintenance. Requisitions for hazardous materials will be reviewed to ensure that bioenvironmental engineering has already approved requisitioning for issue to the originator. If this approval (signature) is not included on the DD Form 1348-6 or if previous approval is not on file, the research function will contact bioenvironmental engineering for approval or consult the list of authorized customers previously provided before further processing the DD Form 1348-6. If the requisitioned item is suspected to be hazardous, bioenvironmental engineering personnel should be contacted for a determination. If the item has been requisitioned previously, transaction history data in the DD Form 1348-6 accountable file or on the D035K items record may provide information regarding hazardous properties. If the item is determined to be hazardous, research personnel will ensure that action is taken to load the items record with a hazardous indicator so that the item can be controlled for issue and requisition purposes.

### **3.5. Management and Control of Items Subject to Serialized Control and Reporting System.**

3.5.1. The general concept, scope, delineation of responsibilities, and a listing of stock items currently identified for serialized control and reporting system (SCARS) are in volume 1, part one, chapter 13.

3.5.2. The depot supply at each ALC will designate a SCARS monitor and an alternate. The names, telephone extensions, and mailing symbols of these individuals will be supplied to the IMs listed in Volume 1, Part 1, Chapter 13, Attachment 13-1. Any changes of monitors and/or alternates should be reported promptly to the appropriate IM.

3.5.3. The SCARS monitor will be responsible for:

3.5.3.1. Establishment of the Serialized Control (Warranty) Records (SERIAL) in the D035K database (DB) for each item subject to SCARS. These will be normal records and will contain the following:

3.5.3.1.1. Item record management code "7D."

3.5.3.1.2. A distinctive manager designator code. Distribution with this designator will be set up for the monitor.

3.5.3.1.3. As new SCARS items are received, they will be added to the Serialized Control (Warranty) Records (SERIAL).

3.5.3.2. Both reparable and serviceable assets will be shipped using supply priority designator 03 or higher, commensurate with the priority and precedence of the unit or project involved.

3.5.3.3. Scheduling a semiannual special inventory of SCARS items by stock number and serial number.

**3.6. Priorities.**

3.6.1. Depot supply generated requisitions will conform to the standard MILSTRIP priority designator system prescribed in Volume 1, part 1, Chapter 25.

3.6.2. Each Air Force Materiel Command (AFMC) depot supply activity is responsible for surveillance of the uniform material movement and issue priority system (UMMIPS). Surveillance will be accomplished according to Chapter 5, paragraph 5.4. A daily review will be accomplished on all force/activity designator (FAD) I requests.

3.6.3. The priority assigned to MILSTRIP requisitions for immediate requirements will be according to the UND and FAD assigned to the local request. Conversion of UND and FAD to a MILSTRIP priority designator is explained in Volume 1, Part 1, Chapter 24.

3.6.4. Each depot supply activity may determine the MILSTRIP priority designator of stock replenishment requisitions according to the FAD assigned to the primary local customer. The depot repair program may be supported through the MISTR projection and requisition. These requisitions are submitted as priority designator 06.

3.6.5. The impact of high priority requisitions upon the supply system is such that constant surveillance must be maintained to avoid system abuse. Review and certification of local requests, which result in priority requisitions, will be accomplished according to chapter 5, paragraph 5.4.

**3.7. Follow-Ups.**

3.7.1. Follow-ups to depot supply requisitions are computer generated. Follow-ups are prepared from data on the retail due-in record. In emergency instances, if more information concerning critical items is desired than that received through computer programs, depot supply personnel may use other means (telephone call, message, etc.) to contact the SOS.

3.7.2. Conditions under which follow-ups will not be submitted:

3.7.2.1. When shipment status is on file. If material has not been received within accepted time standards, transportation tracer action will be taken following instructions in AFI 24-201, "Cargo Movement."

3.7.2.2. When there is an "X" in the advice code field of the requisition indicating the availability of war reserve material (WRM). If a follow-up is required, the "X" must be removed by submission of an "AM\_ " transaction using the MILSTRIP Due-In Establish, Modify, Cancel Transaction (RQID) screen (Chapter 9).

3.7.2.3. Manual follow-up will not be made until after expiration of estimated delivery date (EDD).

3.7.3. Frequency of follow-up action is dependent upon the MILSTRIP priority designator and the required delivery date (RDD) or the EDD or date status is received on previous status. Frequency criteria are:

3.7.3.1. When no status has been received: Priority designators 01-08 three days from date due-in is established or from last follow-up; priority designators 09-15 seven days from date due-in is established or from last follow-up. For "L" or "P" stock numbers, the first follow-up is made 30 days after the requisition date regardless of priority.

3.7.3.2. When delayed supply status has been received with no EDD: Priority designators 01-08 - three days from day status received and every three days until other status received; priority designators 09-10 - seven days from day status received and every seven days until other status received; priority designators 11-15 - 33 days from day status received and every 33 days until other status received.

3.7.3.3. When delayed supply status has been received with an EDD: Priority designators 01-08 the EDD plus three days and every three days thereafter until other status is received; priority designators 09-10 the EDD plus seven days and every seven days thereafter until other status is received; priority designators 11-15 - the EDD plus 33 days and every 33 days thereafter until other status is received.

### **3.8. Requisition Status.**

3.8.1. Depot supply activities will use media and status code "S" (100 percent supply and shipment status) on priority designators 01-08 requisitions and media and status code "2" (exception supply status) on priority designator 09-15 requisitions. Media and status code "2" will provide for nonpositive or negative status. Categories of exception status are:

3.8.1.1. Backorders.

3.8.1.2. Procurement for direct delivery.

3.8.1.3. Partial issues and partial other actions.

3.8.1.4. Substitutions.

3.8.1.5. Changes of unit of issue and/or quantity.

3.8.1.6. Requisitions returned for specific causes.

3.8.1.7. Passing orders.

3.8.1.8. Referral orders.

3.8.1.9. Cancellation acknowledgments.

3.8.1.10. Circumstances when issues may not be made within the time frames established for the issue priorities or by specific delivery dates.

3.8.2. Supply status is any positive or negative supply action taken by the SOS pertaining to a requisition. Document identifier "AE1" identifies supply status. Supply status should be manually posted using the MILSTRIP Supply Status, (RSMA) screen (Chapter 9) if follow-up was manual.

3.8.3. All status on MICAP requisitions, including status received off-line by telephone and message, will be posted to the MICAP Control Register (PCN: A-D035K-BE1-DA-L78) (Chapter 14).

3.8.4. Shipment status is proof of shipment of materiel and includes the date of shipment, mode of transportation, and shipment identification. Document identifier "AS1" identifies shipment status.

3.8.5. Notification of all supply and shipment status will be printed on the Daily Transaction Register (PCN: A-D035K-CE4-DA-L36) (Chapter 14) and can be accessed on the D035K RINA screen. In addition, a status transaction will be produced for all negative supply status on MILSTRIP priority 01-08 requisitions, and all cancellation status regardless of requisition priority. Depot supply also receives status resulting from follow-ups to the SOS.

### **3.9. Cancellations and Upgrading of Priorities.**

3.9.1. Cancellation of a depot supply generated requisition will be promptly effected when there is no longer a requirement for the quantity requisitioned. Cancellation will be effected through one of the following methods:

3.9.1.1. Access the MILSTRIP Due-In Establish, Modify, Cancel Transaction (RQID) screen (Chapter 9). A request for cancellation (document identifier "AC1") will be computer generated for transmission to the SOS. If asset check indicates due-in cancellation is required, an attempt will be made to cancel a due-in of the same MILSTRIP priority as the due-out being canceled. If no cancellation action is possible on a commensurate priority due in, an attempt will be made to cancel a higher priority due in. Due-ins will be reviewed in priority sequence from the priority of the due-out canceled through priority 1. Example: When a request for cancellation of a priority 08 due-out is received, an attempt is made to cancel an equal quantity on a priority 08 due-in; if a priority 08 due-in cannot be canceled, then a check is made for a priority 07 and then, if necessary, priority 6, 5, 4, 3, 2, 1.

3.9.1.2. Access the Due-In Cancellation (ZFX)(RSMB) screen (Chapter 9) and enter "C" in the Type Transaction Code field. Input of this transaction will cancel the Retail Due-In record (RETDI) and, if applicable, cause de-obligation of funds to be taken. Since funds are de-obligated through this method, it will not be utilized for base funded requisitions unless the manager effecting cancellation knows that the requisition is not being processed at the SOS.

3.9.1.3. Access the Due-In Cancellation (ZFX)(RSMB) screen (Chapter 9) and enter "X" in the Type Transaction Code field when the due-in quantity equals either the billed or received quantity but all three quantities are not equal. The input quantity must equal the due-in quantity. This transaction will be used when for any reason the billed or received quantity will never equal the due-in quantity. For Example: Requested (due-in) 10 each, billed for 10 each, received 9, but the dollar value of the quantity not received does not warrant follow-up action to the SOS for shortage.

3.9.1.4. If the due-in, billed, and received quantities are all unequal, but it is still necessary to delete the due-in record, cancel the difference between the due-in quantity and the receipt or billed quantity (whichever is greater) by using the Due-In Cancellation (ZFX) (RSMB) screen (Chapter 9). Input of a "ZFX" transaction with a type transaction code "C" will then complete the required adjustments.

3.9.2. It is possible to modify the priority of a MILSTRIP due-in requisition on B/O. Requisition modifier transactions will be prepared by the RIM using the MILSTRIP Due-In Establish, Modify, Cancel Transaction (RQID) screen (Chapter 9). The system will automatically assign a media and status code of "S" for all priority designators 01-08 and code "2" to priority designators 09-15. The input will update the due-in detail record and output a requisition modifier "AMA" to the SOS.

3.9.3. RIMs will not cancel dues-in with only verbal authorization from the item manager or source of supply. If, upon research, the RIM determines the due-in is no longer valid, immediate action will be effected to cancel the requisition. When emergency circumstances dictate, cancellation may be authorized by message, phone, fax, or email and the due-in canceled. Verbal cancellations must be followed up with written authorization.

**3.10. Due-In Reconciliation with Source of Supply Procedures.** Department of Defense (DOD) reconciliation of due-ins/due-outs between inventory control points (ICPs) and requisitioning activities is as follows: Depot supply activities are responsible for adherence to those B/O reconciliation procedures in volume 1, part 1, chapter 23. Requests for B/O reconciliation (document identifier "AN1") will be received from the SOS. The depot supply system will acknowledge receipt with an "AP1" transaction. ICPs will cancel items on B/O when no reply has been received by the response due date.

**3.11. Request for Supply Assistance.** Requests for supply assistance may be directed to the SOS on previously submitted priority 01-08 requisitions. However, requests should not be generated until supply status indicating open status has been received. A request for assistance may be accomplished by message, letter, fax, or telephone call. Letters, messages, and fax must contain the words "Supply Assistance Request" in order to meet the definition of MILSTRIP requests for supply assistance. Regardless of method used, all data shown in attachment 3A-3 must be given the SOS to assist in positive supply action.

**3.12. Posting Status to Detail Due-In Records.**

3.12.1. Status records will be linked to the due-in detail record only when they have a direct bearing on quantities of materiel due in. Those which reflect a cancellation of a due-in quantity will be posted on the Daily Transaction register (PCN: A-D035K-CE4-DA-L36) (Chapter 14).

3.12.2. The total quantity on all status records should not exceed the total quantity of the due-in detail record. However, if the quantity on status input exceeds the quantity on the due-in record, the transaction will appear on the Daily Transaction Register with a "LOOK" code.

3.12.3. No more than one status record for each type status (status code) will be maintained for a detail due-in record. When the same type status is received, the quantity will be consolidated with existing status records.

**3.13. Requisitioning Other Service Managed Items.**

3.13.1. For other service managed items that are stock listed, regular requisitioning and processing procedures will be followed.

3.13.2. For NSNs on which the AF is not a recorded user and another service is the manager the instructions in volume 1, part 1, chapter 11, and AFMCR 400-21, "Wholesale Inventory Management and Logistics Support of Multiservice Used Nonconsumable Items," apply.

3.13.2.1. For all Expendability Reparability Recoverability Category (ERRC) codes, if the application of the item is on either an aircraft or missile and failure of the item would in any way affect flight characteristics, including safety of flight, a P/N requisition will be submitted to the class or end item IM ALC.

3.13.2.2. If the item does not fall into paragraph 3.13.2.1. category, and the item is consumable (ERRC "XB3/"XF3"), a requisition will be accepted by the other service. If it is a recurring requirement, the other service will establish AF interest but the AF Form 86, **Request for Cataloging Data/Action**, must be submitted with the cataloging information to the FSC or end item IM ALC for processing.

3.13.2.3. If the item does not fall into prior paragraph 3.13.2.2. category, and the item is nonconsumable (ERRC "XD\_", "NF\_", "ND\_"), a P/N requisition will be submitted to the FSC or end item Wholesale IM ALC. The other services are not obligated to accept requisitions directly from

a base account for nonconsumable items since AF funds must be cited on the requisition. Even though an NSN has been assigned, it is not considered an AF cataloged item until the AF becomes a registered user of the NSN and AF management data is available. Therefore, these additional procedures are necessary.

3.13.2.3.1. The item's record will be established under the NSN with the AF prime IM ALC listed as the SOS routing identifier code and the source or category code. The item's record will contain a requisition exception code or an item record management code so all requisitions will be submitted manually with an "A0E" document identifier.

3.13.2.3.2. The customer will submit a DD Form 1348-6, if necessary, to complete all the additional information required on an "A0E" requisition. The message which is sent to the ALCs will contain the FSC and P/N in columns 8-22 with the NSN listed in the remarks block with the statement, "AF interest not established, \_\_\_\_\_ managed." Fill in the blank with the name of the other service or agency. To establish the D035K due-in detail, enter the NSN in the Stock Number field on the MILSTRIP Due-In Establish, Modify, Cancel Transaction (RQID) screen (Chapter 9).

3.13.2.3.3. These procedures will be followed until the item becomes AF cataloged. The number of these items will increase under the DOD single manager concept. Therefore, an AF Form 86 should be submitted as soon as possible so automated procedures can be used.

3.13.2.3.4. The prime ALC cites funds and passes the requisition to the other service and gives D035K a "BM" status code. The other service will use the NSN to supply the item. This procedure will also prevent premature follow-up with its attendant cancellation.

### **3.14. Processing AF Form 86, "Request for Cataloging Data/Action. "**

3.14.1. The following applies to depot supply for processing AF Forms 86. This paragraph is only intended to supplement the AF policy and procedures in Volume 1, part 1, Chapter 7.

3.14.2. AF Forms 86 will be prepared for:

3.14.2.1. Items on hand or in use, which have had a P/N requisition submitted to the ICP in accordance with paragraph 3.4.

3.14.2.2. Reinstatement of items for which there is a firm requirement and does not appear in AF supply catalogs.

3.14.2.3. Items appearing in AF supply catalogs that have erroneous management data and require revision.

3.14.2.4. Adoption of a non-AF used NSN when a requirement exists.

3.14.2.5. Items purchased or manufactured locally which have a continuing requirement.

3.14.3. AF Forms 86 will not be prepared for:

3.14.3.1. Items, which have not had a P/N requisition, processed in accordance with paragraph 3.4.

3.14.3.2. Items which are considered to be nonrecurring.

3.14.4. A management notice will be output when the second recurring demand is recorded against a stock numbered item with "P" in the fifth position. At this time, the RIM may elect to have the "P"

stock number submitted for cataloging action by the research section. After five demands an AF Form 86 will be initiated for cataloging action. The date of the last asset report on the item's record for "P" stock numbers will now be used to record the date that an AF Form 86 was submitted for this stock number. This new date will be file maintained using the Date Last Asset Report (DLAR) Change (ZFD) (FMSC) screen (Chapter 9), and will appear on the P-Stock Numbers (PCN: A-D035K-BE8-WK-L88) (Chapter 14) report next to "AF Form 86 Required" position. If any one of the following conditions is met, a "P" stock number will appear on the report:

3.14.4.1. P/N with more than one recurring demand.

3.14.4.2. P/N with management code ending in "X" or "Y".

3.14.4.3. P/N with "DLAR Date" other than zeroes.

3.14.5. An asterisk will appear in the "AF Form 86 Required" column of the report if any one of the following conditions are met:

3.14.5.1. Management code is blank or ends in other than "X" or "Y" and recurring demands exceed four.

3.14.5.2. DLAR date is other than zeroes and greater than the Julian date of the report plus 365 (more than one year since AF Form 86 submission).

3.14.6. The "P" Stock Number report should be reviewed and updated monthly with dates entered to reflect accurate information regarding cataloging action requests.

### **3.15. Special Program Requirements.**

3.15.1. Special program requirements (SPRs) will be submitted for forecasted requirements which otherwise could not be predicted by the ICP on the basis of demand history.

3.15.2. The SPR will be submitted prior to the requisition, using formats described in volume 1, part 1, chapter 11, section 11W. When the requirement generates, the outgoing requisition will contain demand code "P" in column 44 to show that the requisition is for materiel previously forecast.

3.15.3. Detailed guidance on the use of SPRs is contained in Volume 1, part 1, Chapter 11.

### **3.16. Retrieval of Excess Property from the Local Defense Reutilization and Marketing Office (DRMO ).**

3.16.1. The chief of supply and the defense property disposal officer DRMO should establish local procedures to enable customers to determine the availability of property. The chief of supply is required to certify that any customer's request for withdrawal is authorized and reflects a valid need.

3.16.2. Excess General Support Division/Material Support Division (GSD/MSD) items, both serviceable and unserviceable, may be withdrawn from the DRMO and issued without reimbursement regardless of the supply asset position. Non-stock funded repair cycle assets may be withdrawn and issued under due-in from overhaul (DIOH) procedures. The repair cycle asset must reflect a condition code of other than "H" to be brought into the stock record account.

3.16.3. Whenever an item is withdrawn from the DRMO strictly to replenish depot supply stock levels, subsequent issue to customers will require reimbursement.

3.16.4. To withdraw property from the DRMO to satisfy a customer requirement, depot supply will:

3.16.4.1. For withdrawal and issue of scrap, prepare a DD Form 1348-1A and six copies using a manually assigned requisition number with a stock number of SCRAPS. The document will be marked DO NOT POST. Scrap will be issued without charge to the customer using the same DD Form 1348-1A. The customer will sign the form to acknowledge receipt of the material.

3.16.4.2. For withdrawal and receipt of other material, prepare DD Form 1348-1A in six copies, assign an "FB" document number and forward it to the DRMO. Upon pickup of the material by either the customer or depot supply, it will be received and issued using "D6J" turn-in to supply (RTIA selection E) screen (Chapter 9) or "D7\_" Request for Issue or Stock Replenishment (RQIA) screen (Chapter 9) wash-post inputs.

**3.17. Reserved for Future.**

**3.18. Reserved for Future.**

**3.19. Reserved for Future.**

**3.20. Reserved for Future.**

**3.21. Reserved for Future.**

***Section 3B—-- LOCAL PURCHASE PROCEDURES.***

**3.22. General.**

3.22.1. The procedures in this section apply to the acquisition of local purchase (LP) items by the AFMC depot supply activity using the base contracting automated system (BCAS).

3.22.2. On depot supply items' records, LP items are identified by "J" in the first position of the routing identifier, except for routing identifier "JBD," which identifies local manufacture (LM) items.

3.22.3. Those authorizations and limitations (Volume 1, Part 1, Chapter 8) for all AF bases are applicable to depot supply activities.

3.22.4. Stock fund items are exempt from apportionment and there is no requirement for pre-certification of funds. However, at the beginning of each fiscal year (FY), the chief, depot supply division, will prepare a certificate to authorize the base procurement office to purchase stock fund items. This certificate will state: "I certify that all purchase requests for General Support Stock Fund items for FY\_\_ are provided in the approved FB\_ operating program for FY\_\_. The proper accounting classification to be cited for the entire FY is 57X4921.070." Signed \_\_\_\_\_.

3.22.5. In all cases, for LP due-ins, pre-positioned material receipt information (DIC DU/DW) must be generated and transmitted to DSS. Updates to the prepositioned information must be accomplished in a timely manner.

3.22.6. Customers may use the International Merchant Purchase Authorization Card (IMPAC) for purchasing material using IMPAC procedures.

### 3.23. Expedite Actions.

3.23.1. Under certain circumstances it may become necessary for supply to request a UND "A" LP walk-through for on-the-spot, over-the-counter purchase of supplies and non-equipment authorization inventory data (EAID) equipment. A Standard Form (SF) 44, **Purchase Order-Invoice Voucher**, can be used for this purpose. The Base Contracting Division will designate in writing individuals authorized to sign the SF 44. The following procedures will be used when requesting UND "A" purchases with the SF 44.

#### 3.23.2. Customer responsibilities:

3.23.2.1. Prepare a DD Form 1348-6, Non-NSN Requisition Document, and a post-post issue document, for the walk-through. The customer is responsible for identifying the vendor.

3.23.2.2. Prepare a letter of justification for the walk-through. The Division Chief or his designated representative must approve the letter.

3.23.2.3. Hand-carry all documents to the Research Section for processing.

#### 3.23.3. The Research Section/SSC/WSSC/RIM will:

3.23.3.1. Perform an inquiry using the Stock Number Serviceable Balance Data Request (NSME) screen (Chapter 9) to determine whether the item or a substitute has been entered. If stock number is not found, use Master Item Record Establish (RAXH) screen (Chapter 9) to establish the record.

3.23.3.2. Determine if the item has an ERRC of "XB\_," "XF\_," or "NF\_" and the total cost of the purchase is not more than \$2,500.

3.23.3.3. For equipment items: Ensure the requirement is not for an EAID or centrally procured item.

3.23.3.4. Pass the requirement to the LP Section.

#### 3.23.4. The LP Section will:

3.23.4.1. Contact the selected vendor (either known from past experience or provided on the DD Form 1348-6). The vendor will confirm if the required item is immediately available on the shelf or can be picked up within 24 hours after the order is placed. If the required item is not readily available from any local source, terminate the walk-through and process as a normal "D7" issue request by using Request for Issue or Stock Replenishment (RQIA) screen (Chapter 9).

3.23.4.2. If the vendor confirms availability, then prepare a SF 44.

3.23.4.3. Load the description to the BCAS system.

3.23.4.4. Assign a requisition number to the SF 44.

3.23.4.5. Establish the due-in detail and input the LP status.

3.23.4.6. Give copies one, two, and three of the SF 44 to the customer. The LP section as a suspense record will retain copy four. Instruct the customer to bring the property and documentation to the LP receiving section.

3.23.4.7. Forward the post-post issue, a copy of the DD 1348-6 and the LPS to the receiving section.

3.23.5. Copies of the SF 44 will be used as follows:

3.23.5.1. Copy one: Will be signed by the vendor and returned with copy three to LP receiving section. If the vendor declines to sign copy one, it will be left with the vendor to be mailed to Accounting and Finance for payments.

3.23.5.2. Copy two: Will be left with the vendor for his record of sale.

3.23.5.3. Copy three: Will be signed by the customer and hand carried with the property to LP receiving to clear the suspense. It is then forwarded to Document Control for permanent file.

3.23.5.4. Copy four: Will be retained in the master form booklet by the LP Section.

3.23.6. LP Receiving Section, upon receipt of the DD 1348-6 and the post-post issue will:

3.23.6.1. Establish a priority walk-through suspense file pending receipt of invoice for input/receipt processing.

3.23.6.2. When the customer returns with the property, copies one and/or three are used to pull the contract file.

3.23.6.3. Give the contract file to the inspector to inspect the property.

3.23.6.4. Process the receipt by using the LP (RTIA, Selection B) screen (Chapter 9) with "PP" in action/suffix code.

3.23.6.5. Process the issue by using the Issue or Stock Replenishment (RQIA) screen (Chapter 9) with "PP" in action/suffix code.

3.23.6.6. Obtain customer signature on the post-post issue request, stamp "Document Control Copy" on copy one, and forward to the Document Control Section.

3.23.6.7. The priority walk-through suspense file will be checked daily to ensure that due-in receipts have been processed within one workday.

### **3.24. Automated Local Purchase Procedures.**

3.24.1. For normal, recurring requirements for stock numbered items the input of an issue request will establish the due-in record.

3.24.2. For first-time requisitions, a "ZFA" transaction using Master Item Record Establish (RAXH) screen (Chapter 9) must be processed to establish a D035K TASSET record.

3.24.3. Upon receipt of an LP non-controlled exception an "AC1" transaction using MILSTRIP Due-In Establish, Modify, Cancel Transaction (RQID) screen (Chapter 9) will be manually prepared to request cancellation of the desired quantity in the J016 system. The D035K system due-in quantities will be reduced by the subsequent input of an "LCC" cancellation transaction from the J016 system. The J016 system will provide "B8" status when cancellation action cannot be effected.

3.24.4. When a stock list change processes to change an LP stock number of the D035K file, a "IIC" transaction will be output to the J016 system as notification of the stock number change. This will cause a J016 system change to the item and purchase requisition files.

3.24.5. Upon discovery that an item cannot be purchased using the unit of issue provided in the requisition (excluding an NSN), base contracting will forward a purchase request (PR) return letter to depot supply in the following format prior to award: "PR number \_\_\_\_\_, stock number \_\_\_\_\_, cannot be purchased with the existing unit of issue. Please change the unit of

issue to \_\_\_\_\_ in your records, and return the output unit of issue change using Depot Supply Daily Stock List Changes (RAXJ) screen (Chapter 9) to base contracting with one copy of the PR return letter.”

### **3.25. Non-Stocklisted Items.**

3.25.1. Procedures for obtaining non-stocklisted items are contained in volume 1, part 1, chapter 8, and volume 1, part 2, chapter 2. Depot supply shall comply with these procedures.

3.25.2. Each supply account will establish a DD Form 1348-6 file for the following categories of stock numbers file maintained in the stock control and distribution system (SC&D). A manual or automated file will be established for:

3.25.2.1. All locally assigned (serialized L and P) items.

3.25.2.2. Command assigned stock numbers.

3.25.2.3. Non-serialized P/N items (P in 5th position).

3.25.2.4. NSN not listed in AF DOD or General Services Administration (GSA) stocklists or DOD Federal Logistics Data Compact Disk.

3.25.3. Local management may elect to maintain an inactive file for the stock numbers that are deleted. When an inactive file is not maintained, the DD Form 1348-6 will be removed and discarded when the number has been deleted from the item’s record.

3.25.4. DD Form 1348-6, received in supply will be reviewed for adequacy of descriptive data. Incomplete forms or forms with insufficient descriptive data will be returned to the originator. While it is difficult to define what an adequate description is as opposed to inadequate, certain elements of commercial description should answer the following questions.

3.25.4.1. What is it? (Start description with proper noun.)

3.25.4.2. What is it made of? (Paper, wood, steel, etc.)

3.25.4.3. What are the critical elements? (Shape, size, color, outside diameter, height, length, etc.)

3.25.4.4. What are the principle characteristics? (Nontoxic, technically or chemically pure, high grade commercial or construction grade.)

3.25.4.5. What does it do? (Holds, drives, separate, connects, etc.)

3.25.4.6. What type of work is it used in? (Electrical, mechanical, plumbing, etc.)

3.25.4.7. How is it used? (By itself or with other items.)

3.25.4.8. What is it used for? (Indicate its use or purpose.)

3.25.4.9. Where is it used? (Is it a component part or complete assembly?)

3.25.5. If the item contains 15 percent precious metal by weight, assure that controlled inventory item code (CIIC) "R" is assigned to the TASSET record.

3.25.6. Organizations identified as having consistently submitted improperly prepared DD Forms 1348-6 will be scheduled for additional functional training.

3.25.7. A copy of the DD Form 1348-6 may be forwarded to the receiving activity at local option. This copy may be used to facilitate identity of receipts.

**3.26. Local Purchase Status.**

3.26.1. All status transactions from the J016 system will be processed to D035K records and posted to the Daily Transaction Register. These transaction document identifiers consist of:

3.26.1.1. LPS -- Local purchase status.

3.26.1.2. LPA -- Local purchase adjustment of quantity or extended dollar value change.

3.26.1.3. EDD -- Estimated delivery date.

3.26.1.4. LCC -- Cancellation.

3.26.1.5. AE1 -- Confirmation of the receipt of a requisition or response to follow-up request.

3.26.2. The Supply will receive "A0A," "A0E," and "AF2" transactions.

3.26.3. Upon input to the D035K system, status transactions ("LPS") will be matched to a due-in detail record. If unmatched, a due-in record will be established and appropriate adjustments made to the funds authorized table. A comparison of the status transaction and the due-in will be made on NSN/ P/N, unit of issue, and quantity. If the units of issue are unequal and not convertible by the D035K unit of issue conversion table, a "U" exception will be generated. If an "LPA" transaction is processed, and the quantities are unequal, the quantity of the Retail Due-In (RETDI) record will be changed to agree with the status quantity and the Retail Funds Table (TAB 40) will be adjusted.

3.26.4. The quantity of the status transaction will be multiplied by the due-in detail record unit cost. The result will be compared to the net price in the "LPA" transaction. If the prices are equal, no further processing occurs. If the "LPA" cost is greater, the difference will be added to the current months orders placed and year-to-date orders placed. If the "LPA" quantity is less, the difference will be subtracted from the current months orders placed and year-to-date orders placed.

**3.27. Local Purchase of Other Service Managed Items.** Depot supply activities will adhere to those procedures specified for LP of other service managed items as contained in volume 1, part 1, chapter 8 and volume 1, part 2, chapter 2.

**3.28. Local Purchase of Centrally Procured and DLA Items Upon Receipt of "FA," "CW", or "CP" Status.**

3.28.1. When the wholesale prime IM authorizes one-time LP of a centrally procured (CP) item, "FA" status and obligation authority (OA) will be provided. Status will be posted to the Retail Due-In record (RETDI) and the due-in routing identifier will be changed to "JBB." The SOS in the item's record will not be changed.

3.28.1.1. Depot supply will prepare a DD Form 1348-6 and hold it in suspense pending receipt of the OA (AF Form 402, **Obligation Authority/Suballotment**, or AF Form 616, **Fund Cite Authorization**).

3.28.1.2. Upon receipt of the OA, depot supply will input an "A0E" requisition with the fund code extracted from the fund citation provided by the IM. The DD Form 1348-6 will be forwarded to research to load the description into the BCAS system. A copy of the DD Form 1348-6 and OA will be forwarded to base contracting.

3.28.1.3. Base contracting should ensure this accounting classification is perpetuated onto the DD Form 1155, **Orders for Supplies or Services**.

3.28.1.4. These transactions require close coordination between supply, contracting, and accounting and finance to ensure prompt and accurate recording as prescribed in DFAS-DER 7010-1, "General Accounting and Finance Systems at Base Level."

3.28.2. One time procurement of a DLA item will be directed by the DLA center by "CW" status. The processing will be the same as for "FA" status, but as DLA does not provide funds, an obligation authority will not be required. When the "LPS" comes in, correct the price on the due-in record.

3.28.3. The processing of "CP" status will be the same as for "FA" and "CW" status. If the item is not available through LP, a new requisition will be prepared and submitted with advice code "2A". GSA source items with LP management data will automatically provide CP status, cancel the requisition and reestablish as a local purchase due in. If base procurement cannot support the requirement, input a manually assigned requisition to GSA with a 2A advice code.

### **3.29. Contractual Repair and Return of Local Purchase Items.**

3.29.1. The following procedures will be used to effect shipment of LP items to a repair contractor and return to depot supply:

3.29.1.1. Prepare a DD Form 1348-1A "Issue Release/Receipt Document," with a manually assigned depot supply document number. The contractor's name and address will be entered in the "ship-to" block (block B), contract/purchase order number in the "project" block (block D), and the mode of shipment code "D" and the date shipped in the "date shipped" block (block 12). When the contractor picks up the material, the contractor will sign on the DD Form 1348-1A and be given one copy with the materiel. A copy will be retained in manual file in the depot supply processing unit in the central receiving area.

3.29.1.2. Prepare a due-in detail using the MILSTRIP Modifier/Due-In Cancellation Transaction (RQID) screen (Chapter 9). Enter the document number from the DD Form 1348-1A and "JBB" in the routing identifier field.

3.29.1.3. Prepare a post-post automatic shipment using the Automatic Shipment (RQIH) screen (Chapter 9) to post the shipment to the contractor. Enter the document number from the DD Form 1348-1A and the due-in establishes.

3.29.1.4. After preparing the preceding, a copy of the DD Form 1348-1A will be filed in depot supply processing unit in the central receiving area. A copy of the DD Form 1348-1A will be forwarded to the shipment planning branch to clear the suspense in the Transportation Routing & Documentation (TRAD). This suspense was established automatically through input of the post-post automatic shipment.

3.29.1.5. Upon receipt of repaired materiel from the contractor, the DD Form 1348-1A will be removed from the file in the depot supply processing unit in the central receiving area and a receipt will be processed using the Turn-In to Supply (RTIA, selection E) screen (Chapter 9). The document number on which materiel was shipped will be used on the receiving document.

### **3.30. Local Purchase of Hazardous Materials.**

3.30.1. General procedures regarding depot supply issue and requisitioning of hazardous materials are found in Chapter 2. Basic AF policy and procedures for management of hazardous materials are

detailed in Volume 1, Part 1, Chapter 10, Section 10U. Specific details for the requisition, distribution, and stockage of hazardous materials are found in AFI 32-7086, "Hazardous Material Management."

3.30.2. Depot supply will ensure compliance with AFI 32-7086 for all requisitioning procedures of stocklisted and non-stocklisted items. These procedures prevent unauthorized individuals or organizations from obtaining hazardous materials.

3.30.3. Requesting activities must be authorized to receive the requested hazardous materials. In the case of LP requisitions:

3.30.3.1. The customer will obtain bioenvironmental approval (signature) in advance before submitting the issue request to supply.

3.30.3.2. Supply will either check their files for previous approval; contact bioenvironmental engineering to obtain approval, or will consult a listing of approved organizational users of hazardous items provided previously by bioenvironmental engineering (depending upon local procedures).

3.30.4. When stock numbers do not exist for the requested items (nonstocklisted) or when stocklisted/nonstocklisted items being requisitioned are not loaded on the D035K records, the hazardous properties of the items should be either apparent or questioned when processing the DD Form 1348-6 or loading the item's record. Volume 1, part 1, chapter 10, attachment 10U-1 and local bioenvironmental engineering personnel should be consulted for guidance in determining hazardous properties. If the item is determined to be hazardous and is not loaded on the D035K Items record, the record should be coded appropriately to ensure issue and requisition control.

### **3.31. Customer Follow-Up (Commodities).**

3.31.1. Follow-up on purchase/delivery orders is done by exception only. Each purchase/delivery order or blanket purchase agreement (BPA) call is considered complete when award is made and status provided the customer. No follow-up action will be taken unless supply forwards a follow-up request ("AF1") to base contracting. The D035K system will produce "AF1" transactions at the EDD plus 30 days.

3.31.2. If no "AE1" status is posted to D035K after 15 days an "ATA"/"ATE" transaction will be output by D035K for base contracting processing.

3.31.3. If "AE1" status is posted, but not "LPS," an "AF1" transaction will be output for base contracting after 15 days plus the latest EDD of the applicable status record.

3.31.4. After "LPS" is posted, an "AF1" will be output for base contracting at 30 days plus the latest EDD of the applicable status record ("LPS" or "EDD"). A manual "AF1" input through BCAS may be prepared at any time the requester follows up with supply. Manually prepared "AF1s" will be processed to base contracting with all other inputs.

**3.32. BCAS Output Listings Automated Customer Transaction List.** This is a daily listing of all transactions passed to BCAS. A review of this list should be made daily to ensure no supply transactions have rejected. Rejected transactions should be corrected and re-input daily.

**3.33. Demands Awaiting Descriptions List.** The Daily Demands Awaiting Descriptions List will reflect demands placed in contracting with no item description data. Demands will remain on this list and no buy

action will occur until the description data is loaded by the appropriate function.

### **3.34. Procurement Status Transactions.**

3.34.1. Depot supply will receive procurement status. A brief description of the automated customer status transactions are listed below:

3.34.1.1. Local purchase status ("LPS"). The LPS output results from an award action by the contracting activity and provides award information on a specific stock number and purchase requisition number.

3.34.1.2. Local purchase adjustment ("LPA"). An LPA output results from a change to unit price or quantity of an item after an award has been made.

3.34.1.3. Miscellaneous SOS status ("AE1"). The AE1 output acknowledges receipt of a demand and provides status information to the customer.

3.34.1.4. Estimated delivery date (EDD). The EDD output results from changes from one awarded procurement instrument identification number (PIIN) to another PIIN.

3.34.1.5. Local purchase cancellation ("LCC"). An "LCC" output results from a cancellation.

**3.35. Cancellation and Upgrading of Priorities.** Requisition Modifier Transactions, document identifiers (AMA) and Request for Cancellation (AC1) will be submitted to BCAS.

**3.36. Local Purchase Receipt Acknowledgement.** When a notice of receipt ("1RA") is input to BCAS, the system will search the completed purchase request for an award PIIN match. If data matches, the record will be updated as "received". If the data does not match, a management notice for contract administration is generated.

### **3.37. Local Purchase Reconciliation.**

3.37.1. The D035K LP retail due-in record will be reconciled with the BCAS PR file at least quarterly.

3.37.2. The D035K system will create a file for BCAS to reconcile each due-in regardless of status that has been in the system for 30 days. This is based on current date minus requisition date. If status is loaded in the D035K, the data will be provided to BCAS within the "1LP" transaction. Additionally, the D035K will provide a due-in reconciliation header "1LH" transaction to advise BCAS of the Stock Record Account Numbers (SRANs) that are participating in the reconciliation.

3.37.3. The BCAS system will process the due-in reconciliation header "1LH" transaction to build a table of these SRANs that are participating in the reconciliation. They will process the due-in reconciliation transaction ("1LP") against their files.

3.37.3.1. If the "1LP" transaction matches the file (stock number, requisition and EDD), BCAS will send no response to D035K.

3.37.3.2. If the "1LP" matches the DB, but the EDD differs, BCAS will send D035K an EDD adjustment.

3.37.3.3. If the "1LP" matches the file, but the status is not the same, an "LPS" or "AE1" will be created for D035K update action.

3.37.3.4. If the "1LP" matches the file, but the BCAS file indicates that a cancellation has been processed, a new "LCC" will be generated for D035K update.

3.37.3.5. If the "1LP" does not match the BCAS file and the "1LP" does not contain award status "BD," then an "AE1" "BF" status (no record of your request) will be generated for D035K update.

3.37.3.6. If the "1LP" status "BD" does not match the BCAS file, then the status will print on the contracting reconciliation action listing.

3.37.4. If the "1LP" is not received by BCAS for a SRAN which is participating in the reconciliation, a listing will be created from which a contract award has not been made. The listing will be forwarded to supply for their action. Upon receipt of the listing, supply will verify it against the transaction register to determine why the due-in is not on file. If it is determined that the due-in was received or canceled, supply must notify the contracting office in order that their records may be adjusted. If supply research reveals the item was not received or canceled, then supply must manually load the due-in and create the necessary status inputs.

**3.38. Reserved for Future Use.**

**3.39. Reserved for Future Use.**

**3.40. Reserved for Future Use.**

**3.41. Reserved for Future Use.**

**3.42. Reserved for Future Use.**

***Section 3C--- PROCESSING LOCAL MANUFACTURE ITEMS REQUIREMENTS.***

**3.43. General.**

3.43.1. These procedures apply to the acquisition of manufactured items by depot supply. Manufacture, as the source of supply (SOS), applies to items funded by the General Support Division and the Materiel Support Division of the AF stock fund.

3.43.2. Items to be manufactured will normally be stock numbered and cataloged reflecting acquisition advice code "F" and procurement source code (PSC) "M." Part numbered items may be manufactured in specific cases where a technical order (TO) shows PSC "M" or when Item Manager (IM) directed.

3.43.3. Requests for part numbered items not having PSC "M" in the TO will be processed to the TO/FSC IM. The IM will determine whether manufacture is the appropriate method to satisfy the requirement. Part Number (P/N) requisitioning procedures are contained in section 3A.

3.43.4. National Stock Number (NSN) items.

3.43.4.1. Status will be provided in "Z91" format by G004L tape on a daily basis as changes occur. If no due-in detail exists, the "Z91" will automatically create the record. The end item sales price will not be provided by maintenance until the entire manufacture bill of material is received. Until that time, the estimated unit price will be carried on the TASSET record. Z91 transactions will only change the unit cost on the items record when the NSN is JBD source of

supply or the item is locally established with the CAT MGT Data ID of ZFA. When an item is F\_Z source of supply and the CAT MGT Data ID is XAA the unit price will not be changed with the Z91. The retail item manager (RIM) will have to contact the Wholesale IM responsible for the NSN to change the unit price through D043.

3.43.4.2. Turn-ins will post to the appropriate balance on the TASSET record based on the first two positions of the document number. FD will post to the 09 wholesale account while FB/FE will post to the OA retail account. The Turn-in to Supply (RTIA selection E) screen (Chapter 9) will clear the due-in detail containing corresponding values in the control number and job designator fields.

3.43.4.3. In all cases, for local manufacture dues in, prepositioned material receipt information (DIC DU/DW) must be generated and transmitted to DSS. Updates to the prepositioned information must be accomplished in a timely manner.

### **3.44. Support of IM and System Manager (SM) Requirements.**

3.44.1. Two copies of AFMC Form 206, **Temporary Work Request**, and attached project directives, drawings, specifications, etc., will be furnished to RIM. The AFMC Form 206 will contain the IMs fund citation in all cases.

3.44.2. Depot supply will forward two copies of AFMC Form 206, along with project directives, drawings and specifications to maintenance.

3.44.3. Depot supply will build the TASSET record if one does not exist. A due-in will be recorded utilizing the FD document number. The IM will preposition the redistribution order (RDO) in the computer for all IM/SM manufacture requirements.

3.44.4. Upon receipt of "Z91" status from maintenance, the D035K system will output an "AE5" status with advice code "BB" to the item manager wholesale requisitioning process (IMWRP) system (D035A).

### **3.45. Support of Technical Order Kit Assembly.**

3.45.1. The local manufacture (LM) items required for TO kit assembly will be identified by the IM at the time of verification of the list of items blueprints, drawings, or specifications needed by maintenance to manufacture the item and forward it to the materiel facilities division (DSFS).

3.45.2. The Storage branch will receive the list of items for kit assembly and prepare an issue request, annotate in the remarks block management data furnished by the IM, and forward the issue request, with blueprint, drawings or specifications attached, to supply.

3.45.3. Supply will, upon receipt of the issue request, place the blueprints, drawings or specifications in a temporary file and prepare an issue request for input to the DO35K system. The computer will output a "JBD" manufacture notification stuffer.

### 3.46. Support of Depot Maintenance Requirements.

3.46.1. For first time part numbered items ordered for the first time with/without procurement source code (PSC) "M," include a DD Form 1348-6, **DOD Single Line Item Requisition System Document**, with a projected one year requirement in block 10. The ALC/IM will have final approval as to the quantity to be produced and funded.

3.46.2. All Organic Depot Manufacture items must be funded by the ALC/IM through the use of an AFMC Form 206. Although a depot maintenance organization may have the capability to manufacture an item, it must first receive a proper fund citation and requirement tasking. Supply will establish a "2A" advice code on all depot maintenance request for items coded manufacture and then forward the request to the ALC/IM. Upon receipt of the requisition, the ALC/IM will initiate an AFMC Form 206 to establish a formal funded tasking to maintenance via supply channels.

3.46.3. SSC/WSSC personnel will perform the following:

3.46.3.1. Load a stock number if applicable.

3.46.3.2. Input the immediate requirement into the Exchangeable Production System (EPS).

3.46.3.3. Forward the requirement and DD Form 1348-6 to the Depot Supply RIM.

3.46.4. Depot Supply RIM will perform the following:

3.46.4.1. Load a stock number on the item record if applicable.

3.46.4.2. Create an FB requisition/due-in for the immediate requirement in the D035K system.

3.46.4.3. Forward the DD Form 1348-6 for non-NSN items and the total requirement, (immediate and projected) to the applicable ALC/IM. For NSN items with PSC "M" a DD Form 1348-6 is not required.

3.46.5. The ALC/IM will prepare and pass AFMC Form 206 to the supply RIM who will pass it on to the appropriate maintenance shop.

3.46.6. Maintenance will open the work-order and pass the "Z91" status back to supply where the FD20XX due-in document number will automatically be loaded if not already recorded.

3.46.7. Once the work-order has been completed, the total quantity will be turned in to central receiving. (Post-Post) procedures may be used for a partial quantity of the turn-in when there is an immediate requirement at the ALC in one of the production areas. This procedure (POST-POST) should only be used to satisfy mission capable (MICAP) or work stoppage conditions.

3.46.8. Receiving will process the turn-in and backorder release the property accordingly.

ATTACHMENT 3A-1

OPTIONAL PART NUMBER RESEARCH CHECKLIST

**NOTE:** Format to be provided to customers for reproduction and attachment to DD Form 1348-6 requests.

Part Number Research Checklist Date: \_\_\_\_\_

From: Customer's Symbol.

To: (LG Research Function).

Part Number and/or Identification of Item Requested: \_\_\_\_\_.

Customer Functional Code Document Number Assigned to DD Form 1348-6:

\_\_\_\_\_  
Research tools check-marked have been used during customer research.

\_\_\_\_ 1. Federal Supply Classifications:

\_\_\_\_ H2-1 \_\_\_\_ H2-2 \_\_\_\_ H2-3

\_\_\_\_ 2. Federal Supply Code for Manufacturers:

\_\_\_\_ H4-1 \_\_\_\_ H4-2 \_\_\_\_ H4-3

\_\_\_\_ 3. Master Cross Reference List (CAGE):

\_\_\_\_ MCRL-1 \_\_\_\_ MCRL-2

\_\_\_\_ 4. G SA Catalogs.

\_\_\_\_ 5. Federal Supply Schedules.

\_\_\_\_ 6. Identification List of all FSC Classes (IL).

\_\_\_\_ 7. Item Listing (J016 commonly known as Procurement Item File).

\_\_\_\_ 8. A-D035K-A30-DA-L04, Local Purchase-Part Number Stock Numbers Report.

\_\_\_\_ 9. Interchangeability and Substitution Grouping Stock List (D097).

\_\_\_\_ 10. Consolidated Management Data List of all FSC Classes (MLC).

\_\_\_\_ 11. Part Number History List (D043).

\_\_\_\_ 12. Depot Maintenance only: GOO5.M-0743, Source Number/NSN cross-reference List. LG research function will not research if MA has not used this product.

\_\_\_\_ 13. Other: \_\_\_\_\_.

**NOTE:** LG part number research functions having their own technical order (TO) library should use the following version of the end of the checklist.

\_\_\_\_\_  
Not a technical order (TO) item.

\_\_\_\_\_

**AFMAN 23-110 Volume 3**

**Part 2, Chapter 3**

I certify that thorough research has been done using the tools checked above and that, to the best of my knowledge, all information on the attached DD Form 1348-6 is accurate.

---

Customer Name (Print) SignatureDate

**NOTE:** LG part number research functions not having their own technical order (TO) library should use the following version of the end of the checklist.

---

Not a technical order (TO) item.

---

T.O. Item. Customer must include the following mandatory information on the attached DD Form 1348-6:

- 
1. TO item manager (Remarks Block).
  2. TO Figure and Index Number (TO Number Block).
  3. Procurement Source Code (Remarks Block).

I certify that thorough research has been done using the tools checked above and that, to the best of my knowledge, all information on the attached DD Form 1348-6 is accurate.

---

Customer Name (Print) SignatureDate

**ATTACHMENT 3A-2**

**NON-NSN REQUISITION, (MANUAL), DD FORM 1348-6**

The following data must be provided:

Doc ID (AOE)

RID Mfg Code/Part Number

M&S Code Mfg. Name

Mfg. Code T/O Number

Unit Issue Item Requested

Quantity Description

Document Number Size

Demand Code               \*\*End Item Application

Signal Code               \*Source of Supply

Fund Code                \*Make

Distribution Code        \*Model Number

Priority Code             \*Series

Advice Code              \*Serial Number

If sole source is indicated, include estimated cost.

\*\* When an end item application applies, the single asterisk (\*) items are mandatory if the data is available.

**ATTACHMENT 3A-3**

**MILSTRIP SUPPLY ASSISTANCE REQUEST**

FROM: (Appropriate Indicator of Sender)

TO: (Insert Addressee)

Info (Insert Addressee (s))

Subj.: MILSTRIP Supply Assistance Request

1. This ALC is experiencing serious problems due to lack of item(s) shown below. Request aggressive action to accelerate delivery and improve ESD.

DOC NO. W/SUFFIX IF APPLICABLE NSN\_\_\_\_\_

FB2300/9152/0111/B8305-01-123-4567

2. Substitutes. (List all known and acceptable substitute NSNs or part numbers. If none, so state.)

3. Next Higher Assembly. (If none, so state.)

4. Lateral Support. (List any activities contacted in an attempt to obtain item through lateral support and/or known activities using same end item or weapon system. If none, so state.)

5. Known Source. (List any known sources for the item to include name, mailing address and telephone number (if known). If none, so state.)

6. Mission Impact Statement. (Include end item description, weapon system application. Indicate mission degradation created by lack of item(s) or statement "A classified NMCS/ANMCS condition exists due to lack of required assets.")

7. Remarks. (Include additional pertinent data not covered above.)